

ORDER FOR SUPPLIES OR SERVICES							PAGE OF PAGES		
							1	11	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.									
1. DATE OF ORDER 09/06/2019		2. CONTRACT NO. (If any) EP-W-17-003			6. SHIP TO:				
3. ORDER NO. 68HERH19F0321		4. REQUISITION/REFERENCE NO. PR-OLEM-19-00117			a. NAME OF CONSIGNEE Multiple Destinations				
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460					b. STREET ADDRESS				
					c. CITY		d. STATE	e. ZIP CODE	
7. TO: CATE GARRIS					f. SHIP VIA				
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.					8. TYPE OF ORDER				
b. COMPANY NAME					<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
c. STREET ADDRESS 15036 CONFERENCE CENTER DRIVE					Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 20151						
9. ACCOUNTING AND APPROPRIATION DATA See Schedule					10. REQUISITIONING OFFICE Office of Emergency Management				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT		
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB									
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination							
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 097779698 TASK ORDER TITLE: SUPPORT TO EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAMS The terms and conditions of contract EP-W-17-003 are hereby incorporated by Continued ...								
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)		
	21. MAIL INVOICE TO:								
	a. NAME		RTP Finance Center				\$407,672.00		
	b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts				\$110,726.00		
	c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL		
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME (Typed) Tiffany Wilson TITLE: CONTRACTING/ORDERING OFFICER				

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/06/2019	CONTRACT NO. EP-W-17-003	ORDER NO. 68HERH19F0321
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>reference. Services rendered under this task order are for severable services. This is a times-and-materials task order and is subject to the Limitation of Cost and Limitation of Funds Clauses.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work. This procurement is for one (1) 12-month base year period with four (4) 12-month option year periods.</p> <p>BASE YEAR PERIOD OF PERFORMANCE: 09/06/2019 - 09/05/2020</p> <p>This is a Time-and-Materials (T&M) task order that is totally funded in the amount \$65,000.00. The task order base year period total ceiling price is \$110,726.00 which the vendor is not authorized to exceed at its own risk. The task order base year period amount with four option year periods total is \$518,397.00.</p> <p>TOCOR: Lisa Boynton Max Expire Date: 09/06/2024 Admin Office: SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Period of Performance: 09/06/2019 to 09/05/2020</p> <p>TASK ORDER TITLE: SUPPORT FOR EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAM</p> <p>BASE YEAR PERIOD OF PERFORMANCE: 09/06/2019 - 09/05/2020</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES

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SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/06/2019	EP-W-17-003	68HERH19F0321

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	<p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES</p> <p>TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT</p> <p>Accounting Info: 19-T-D3P-000DC6-2505-19D3P17012-001 BFY: 19 Fund: T Budget Org: D3P Program (PRC): 000DC6 Budget (BOC): 2505 DCN - Line ID: 19D3P17012-001 Funding Flag: Complete Funded: \$65,000.00</p> <p>TASK ORDER TITLE: SUPPORT FOR EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAM</p> <p>OPTION YEAR 1 PERIOD OF PERFORMANCE: 09/06/2020 - 09/05/2021</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES</p> <p>TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT (Option Line Item) 09/06/2020</p>				101,860.00	
0003	<p>TASK ORDER TITLE: SUPPORT FOR EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAM</p> <p>OPTION YEAR 2 PERIOD OF PERFORMANCE: 09/06/2021 - 09/05/2022</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD Continued ...</p>				102,611.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$204,471.00	

ORDER FOR SUPPLIES OR SERVICES
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DATE OF ORDER 09/06/2019	CONTRACT NO. EP-W-17-003	ORDER NO. 68HERH19F0321
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	<p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES</p> <p>TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT (Option Line Item) 09/06/2021</p> <p>TASK ORDER TITLE: SUPPORT FOR EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAM</p> <p>OPTION YEAR 3 PERIOD OF PERFORMANCE: 09/06/2022 - 09/05/2023</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES</p> <p>TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT (Option Line Item) 09/06/2022</p>				102,561.00	
0005	<p>TASK ORDER TITLE: SUPPORT FOR EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAM</p> <p>OPTION YEAR 3 PERIOD OF PERFORMANCE: 09/06/2023 - 09/05/2024</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND Continued ...</p>				100,640.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$203,201.00

ORDER FOR SUPPLIES OR SERVICES
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DATE OF ORDER
09/06/2019

CONTRACT NO.
EP-W-17-003

ORDER NO.
68HERH19F0321

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	COMMUNICATE PROGRAM INFORMATON TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT (Option Line Item) 09/06/2023					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**OFFICE OF EMERGENCY MANAGEMENT
REGULATION, EVALUATION AND TECHNICAL SUPPORT**

TASK ORDER TITLE:

EOC Operations and Coordination

TASK ORDER STATEMENT OF WORK

I. BACKGROUND

The Office of Emergency Management (OEM) is responsible for providing policy, programmatic support and technical assistance to its stakeholders, including Regional EPA preparedness, planning and response programs operating under the authorities of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) as amended by the Superfund Amendment and Reauthorization Act (SARA), the Clean Water Act (CWA), the Oil Pollution Act (OPA) of 1990, the Stafford Act, Clean Air Act 112r and various Homeland Security presidential initiatives.

OEM program operations and coordination activities include headquarters support for emergency responses, time and non-time critical removals as defined in the National Oil and Hazardous Substances Contingency Plan (NCP) and major responses under the National Response Framework (NRF), programmatic and coordination support also extends to various activities related to Department of Homeland Security (DHS) initiatives and chemical emergency preparedness and prevention.

In addition, OEM serves as the lead office for coordination of headquarters emergency operations associated with Emergency Operations Center (EOC) activations involving oil, hazardous materials, and other environmental problems; catastrophic disasters involving and/or affecting hazardous material, oil releases and EPA facilities and sites. The Headquarters EOC in the William Jefferson Clinton Building serves as the focal point for national coordination efforts during a major incident.

II. SCOPE OF WORK

The purpose of this task order is to provide technical assistance to support EOC staff in Headquarters and, where appropriate, regional personnel. The focus of this support is on EOC-related program operations and coordination led by the Preparedness, Response, and Operations Division (PROD), but may also encompass support for related EOC activities in other OEM directorships. Technical assistance shall also include support for the EPA Headquarters Emergency Operations Center, Emergency Support Function (ESF) #10, and during alerts and activations for large-scale disasters, emergencies, exercises and pre-deployments.

III. PERIOD OF PERFORMANCE

The period of performance for the initial period shall be **13 March 2019 to 12 March 2022.**

The Government has the option to extend the effective period of this task order for **two (2)** additional periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

	To:	From:
Base Year	3/13/2019	3/12/2020
Option Period III	3/13/2020	3/12/2021
Option Period IV	3/13/2021	3/12/2022

IV. TASKS

TASK 1: Technical Support

Within the allotted time the contractor shall submit a proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables, including the plan for monthly reporting and regular communications.

DELIVERABLES	DUE DATES
Work Plan	Within the 21 days from being issued
Monthly Reports	Monthly
Routine Communications	Ongoing (at least semi-monthly)

TASK 2: Support for EOC Operations and EOC Staff

The EPA has 11 Emergency Operations Centers (EOC), each serving as an Agency hub of communications and coordination during significant incidents. The EOC at Headquarters connects to all EPA Regions and Special Teams to facilitate seamless coordination across the Agency and US States and Territories. The Office of Emergency Management (OEM) manages the HQ EOC facility and directs operations during exercises, events and incidents.

OEM also maintains EOC daily operations and situational awareness on a 24/7 basis through a team of Watch Officers and additional OEM personnel. The HQ EOC Watch Office connects with the National Response Center for notification of oil spills and hazardous materials and closely monitors news media and other sources for environmental releases. In addition, the EOC's Watch Officers and other EOC staff coordinate with FEMA, the DHS National Operations Center (NOC), White House Operations and all other Federal responding agencies.

The contractor shall provide support and developmental materials for the EOC and its staff in two overarching categories – support for daily operations/activations, and SharePoint use and adoption.

Subtask 2.1: Technical Support for EOC Operations

Support of Steady-State Operations

The Contractor shall provide support to Watch Officers (WO) through assistance with drafting Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs and job aids) for the conduct of Watch Officer, After-Hours Watch Officer, and other support functions in the EOC. The contractor shall plan for providing support for two revisions to the WO SOP Handbook, approximately every 6 months. The revisions shall include new and updated job aides as warranted. The revisions shall be prepared and submitted by the Contractor first as draft and, after review by the EPA Task Officer, as final in both Word

and pdf files. The Contractor shall also support the planning of and attend semi-annual WO meetings when the WO SOP Handbook revisions are discussed.

In addition to the main WO SOP, the contractor shall provide support with the development of supplemental procedures covering daily ops and activation scenarios. The contractor shall provide support and analysis of Regional EOC (REOC) operations and provide assistance with developing and distributing best practices, preparing EOC incident statistics (e.g., number of EOC spot reports, number of OSC deployments, pre-deployments, notable exercises) by region and by quarter (fiscal year and) and annually (by fiscal year and calendar year). For planning purposes, the Contractor shall support four Webinars with the Regions, four conference calls and four Video Conference Calls on EOC/REOC coordination.

DELIVERABLES	DUE DATES
Watch Officer SOP Revision (2)	Semi-annual, exact schedule estimate March and September delivery dates
Support for Bi-annual Watch Officer Refresher Training	Semi-annual, exact schedule estimate April and October delivery dates
Quarterly and Annual EOC statistics	Quarterly by fiscal year and annual by fiscal and calendar year report
EOC/REOC Webinars	four calls planned during the late spring, summer, and early fall months
EOC/REOC VTC Meeting Participation	four VTCs roughly three months apart
Best Practices Document	Update continuously with final report at the end of the fiscal year
EOC Conference Calls	4 calls roughly 3 months apart

Subtask 2.2: Support of EOC Activations and Exercises

During times when the EOC activates, the contractor shall provide Incident Command System (ICS) trained personnel to fill ICS positions as needed (primarily Documentation and Resources). The Contractor shall assist in the creation of SOPs and revisions of any applicable Job Aids specific to the incident. Contractor Support under this task shall require frequent visits to the EOC. For resource estimation purposes, the contractor shall plan on providing two contractor staff on site for six weeks covering EOC ICS General Staff positions (e.g., Documentation and Resource Units) six days per week, ten-hour work days. During performance periods where there have been no activations, emphasis will be placed on supporting EOC exercises. Contractors working under this subtask should have ICS training up to the 300/400 level.

DELIVERABLES	DUE DATES
Support during EOC Activations & Exercises	As needed

Subtask 2.3: SharePoint Adoption, Use, and Maintenance

As the Agency tries to promote the use of SharePoint as a data management and collaboration tool for the HQ EOC and among removal managers in Regional EOCs, the contractor will provide technical support on SharePoint use and adoption. The contractor shall provide technical advice and guidance on

SharePoint solutions for data management and collaboration in the EOC and for the Agency's Removal Managers. As needed, the contractor will help move and organize materials currently stored on the Agency's G://Drive within SharePoint. The contractor shall conduct bi-annual reviews of the SharePoint resources to ensure that pages remain up-to-date, uncluttered, and fully functional.

The contractor shall provide support on the development of a template SharePoint space for use during exercises and activations. As directed, the contractor shall provide training materials on the implementation of the SharePoint template, including SOPs and SOGs, an instructional video series, and user guides/fact sheets. As directed, the contractor shall provide technical advice on how to best customize the template to meet the needs of individual incidents, as well as the needs of staff in EPA's regional EOCs.

The contractor shall support creation of an annual exercise scenario and accompanying materials (i.e., scenario document, exercise inject list, exercise player Concept of Operations document and player power-point presentation) that the Agency can 'use to practice EOC SharePoint use among identified ICS positions in the EOC. The contractor shall support development of materials to replicate the exercise in a Regional EOC. The contractor shall attend and participate in both the EOC and REOC exercise. The contractor shall plan on providing two contractors on-site for two days working a regular work day for both the EOC and REOC exercises. For the REOC exercise, the Contractor shall plan for travel to an EPA region.

The contractor shall submit all deliverables under this task to EPA first as a draft, and then after review by the task officer, in the finalized file format requested by the Agency.

DELIVERABLES	DUE DATES
Bi-annual SharePoint maintenance and reporting	2 times a year; exact schedule estimate March and September
Transfer of Agency files from G:// Drive into SharePoint	Estimated due date July 2019
SharePoint SOPs, fact sheets, and user guides	Update continuously with report at the end of the year
SharePoint templates for EOC and REOC use during incidents and application support	Due April 2019, with as needed consultations with REOCs looking to adapt it
SharePoint-based EOC exercise	Estimated due date July 2019
Instructional video series on using the SharePoint in the EOC (2-3 videos)	Series to be complete by September 2019

V. POINT OF CONTACT

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U.S. Environmental Protection Agency
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Project Officer:

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Washington, D.C. 20460
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Fax: 202-564-2621
E-Mail: perry.portia@epa.gov

VI. TECHNICAL EVALUATION CRITERIA

The following evaluation criteria shall be used to evaluate the contractor's proposal, with technical criteria being more important to price.

1. TECHNICAL APPROACH

The contractor will be evaluated on its technical approach to the task order. The technical approach should demonstrate technical solutions program evaluation that allow for addressing complex technical solutions that allow for addressing complex technical issues related to EOC performance. The approach should include details of specific methods, techniques, and innovative solutions for completing each discrete task.

2. TECHNICAL CAPABILITY

The contractor will be evaluated on its demonstrated understanding and ability to perform the requirement. The contractor should demonstrate a familiarity with EOC operations, IT technology (especially SharePoint), ICS implementation, exercise design, program evaluation, EPA response operations, and related regulations, policies, and guidance. The contractor should demonstrate its capability in exercise and SharePoint design.

3. LABOR MIX

The contractor will be evaluated on its proposed labor mix. The labor mix should include professionals with demonstrated experience, relevant education/expertise and qualifications to successfully manage the task, and to meet the schedule demands with a high degree of technical competence and minimal follow-up. This section shall also include a labor mix breakdown of labor categories and hours proposed for this task order with identification of hours to be performed by the prime and team subcontractors. Full resumes are not required, however offerors shall provide a description of the relevant experience and qualifications in this section for every person they consider key personnel on this task order.

Optional additional evaluation factors include but are not limited to...

INNOVATION/ CREATIVITY

The contractor will be evaluated on its demonstrated ability to provide innovative and/or creative solutions in its technical approach to the requirement.

KEY PERSONNEL

The offeror's proposed Key Personnel will be evaluated on demonstrated experience, education, and qualifications necessary to successfully manage and perform the task order SOW.

SMALL DISADVANTAGED BUSINESS PARTICIPATION

The contractor will be evaluated on its proposed small disadvantaged business subcontracting participation.

PAST PERFORMANCE

The contractor will be evaluated on its demonstrated quality of the offeror's performance of contracts and subcontracts currently in process or completed during the past three (3) years, which are similar in size, scope, and complexity to this requirement. Offerors with no past performance history, whose past performance is not relevant, or for whom past performance data is not available, will be given a neutral rating for this factor and will not be evaluated either favorably or unfavorably on past performance.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.